

OFFICIAL MINUTES

McKENZIE MUNICIPAL REGIONAL PLANNING COMMISSION MEETING

June 27th, 2013

4:30 PM

I. Call to Order/Establishment of a Quorum

Meeting was called to order by Chairperson Robb and a quorum was established..

Members of the Planning Commission are: Mayor Jill Holland, Chairperson Dean Robb, Vice-Chairperson Keith Priestley, Secretary Lisa Norris, Commissioners Ken Mitchum, Garlon Prewitt and Jessie Townes, Council Liaison.

All members of the Planning Commission were present except Keith Priestley, Vice-Chairperson, Jessie Townes, Council Liaison and Lisa Norris, Secretary

Others Present: Brenda Berryman, Office Staff; Mark Jones, Codes Enforcement Officer;

Media: Banner: Joel Washburn; Carroll County News Leader: None

II. Approval of Agenda

Motion to approve the agenda by Jill Holland, 2nd by Ken Mitchum. Motion passed.

III. Reading and Approval of the Minutes

Motion to approve the minutes of the May 23, 2013 meeting# by Jill Holland, 2nd by Garlon Prewitt, #(May 23, 2013 minutes approval was not requested at the June 13, 2013 meeting) Motion passed.

Note: Minutes for the called June 13, 2013 meeting not yet prepared, those minutes will be presented for approval at the July meeting.

IV. Election for the Office of Secretary:

A. By-Laws Amendment:

Recommendation by Dean Robb, Chairperson to amend the current MMRPC By-Laws, Article III, Section I, Election of Officers to change the Chairperson pro tem from the duty of the Chairperson to the duty of the "Staff".

Motion to amend the By-Laws by Dean Robb, 2nd by Ken Mitchum. Motion passed.

B. Election for the Office of Secretary:

Shelton I. Merrill, Regional Planner (Staff) Chairperson pro tem opened the nominations for Secretary.

A recommendation was made at the June 13, 2013 meeting to nominate Garlon Prewitt for the Office of Secretary with Lisa Norris serving as a backup in Garlon's absence and Office Staff serving in the absence of both Garlon and Lisa.

Motion to accept the recommendation and elect Garlon Prewitt by acclamation by Jill Holland, 2nd by Ken Mitchum. Motion passed.

Mayor Jill Holland administered the Oath of Office to Garlon Prewitt, Secretary.

Mayors Report: Mayor Jill Holland:

A. Lulu Belles transition to the Broadway location is progressing well.

B. Dan Brown, TN State CLG Coordinator, stated the Depot site will be given a wide range of possible uses and ways to save money.

C. Casey's General Store proposal is under consideration.

D. Block City Pizza construction is on going.

V. Economic Development Report: by Mayor Holland for Jennifer Waldrup:

- A. Park Theater Act II has a signed contract with TN and bids for the façade renovation should begin shortly.
- B. The “Southern Fried Food & Sweet Tea” fundraiser is scheduled for August 16th & 17th.
- C. There will be approximately thirty booths and at least two outstanding bands provided at no cost to McKenzie.
- D. Certified Local Government status gives the City of McKenzie many advantages for grant eligibility.
- E. This Saturday, June 29th will be the last “Nights on Broadway” and we have had a very successful season this year, punctuated by increased attendance in spite of inclement weather conditions.

VI. Old Business

- A. Review of the Ordinance to Amend Chapter 11 of the Zoning Ordinance to Incorporate Provisions for Neighborhood Conservation Districts:

Discussion: Dan Brown, TN State CLG Coordinator, is scheduled for August to make an overview presentation of Conservation Districts to a joint session of the Planning and Historic Commissions and the Design Committee and any other interested individuals. Newly hired Historic Preservationist for the Northwest TN Development District is due to begin July 1, 2013 (New fiscal year begins)

Commission agreed to hold any action on this matter until after the Dan Brown presentation.

- B. Review of Proposed Yard Sale Ordinance:

Discussion: None

Commission agreed to hold any action on this matter until after the July 15, 2013 Design Committee meeting.

VII. New Business:

- A. Review of the Barbara Petering Rezoning Classification Request:

Codes Officer Mark Jones reported a verbal request was made by Barbara Petering to rezone property, tax parcel 084.00 Tax Map 011, on TN Highway 423 (Shiloh Road) near TN Highway 22 from P-B (Planned Business) to R-1 (Low Density Residential).

Discussion: After a review of the details of the verbal request the Commission agreed that a formal request (Form BZA-1) from Barbara Petering and other affected property owners, tax parcels 083.00, 085.00 & 086.00 recommended included by staff to eliminate “spot zoning”, need to be informed of the possible zoning changes.

Commission agreed that Codes Officer Mark Jones will send an official notice to all affected parties with a clear description of what has to be done. No action can occur until the formal request has been made and all affected parties notified.

- B. Review of Casey General Stores Schematic Drawing:

Discussion: The schematic drawing and outdated survey were submitted for preliminary purposes in order to provide limited detail on how the building will be oriented and property boundaries. Staff has reviewed this information and has the following concerns:

1) The schematic drawing does not replace the need for a detailed site plan which contains information regarding site layout, drainage, parking, utility locations, easements, and other details necessary to be approved by the Planning Commission.

2) The site has dual zoning designations. The rear portion of the subject property is zoned R-2 (Medium Density Residential) and will need to be rezoned in order for the construction of the store to take place.

3) Henderson Drive, the existing street that is situated on the subject property has been proposed to be closed is a dedicated City of McKenzie Street. This causes issues pertaining to access for the “A Place Called Home” building property belonging to Lee Ann Lowrance (Tax Parcel 020.02, Carroll

County Tax Map 012L). There is an existing ditch that is located within the front of this property, which would make it difficult to get another driveway permit.

4) Buffering/screening will need to be employed due to the proximity of the adjacent residential district.

Furthermore Staff recommends the following take place prior to approval of the Casey's General Store Development:

5) The developer, Nicky Joe Stafford, should petition the City of McKenzie for rezoning the rear portion of the subject property from R-2 (Medium Density Residential) to B-2 (Highway Business).

6) The "A Place Called Home" property (Tax Parcel 020.02, Map 012L) be served with a dedicated 50' wide access easement if it is determined that the street be closed. This easement should be a portion of the existing street, which connects onto Highland Drive. However, staff does not necessarily recommend the street be closed.

7) A detailed site plan containing the adequate information pertaining to such found within the Zoning Ordinance of McKenzie, Tennessee being submitted.

Motion by Jill Holland, 2nd by Garlon Prewitt to table further review of the Casey's General Stores proposal until the required information is available. Motion passed.

VIII. Other Business:

A. Review of the 2013-2014 McKenzie Planning Program Assessment and Design

Discussion: Regional Planner Shelton I. Merrill presented the 2013-2014 McKenzie Planning Program Assessment and Design and informed the Commission members that we will need to keep better training records in the future. The Commission made some minor adjustments regarding training subjects.

Motion by Jill Holland, 2nd by Garlon Prewitt to approve the Revised 2013-2014 McKenzie Planning Program Assessment and Design Motion passed.

B. Agenda & Regular Meeting Schedule Dates:

Agenda: Thursday July 11, 2013 at 2:30 PM;

Monthly: Thursday July 25, 2013 at 4:30 PM

IX. Adjournment:

Motion to adjourn by Jill Holland, 2nd by Ken Mitchum. Motion passed.

Time: 5:43 PM